

AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
201 N St Marys Street, Suttons Bay
Tuesday, January 4, 2022
6:00 PM

THE MEETING WILL BE HELD AT SUTTONS BAY BINGHAM FIRE AND RESCUE 201 N. ST MARYS STREET. The public may participate in person or by remote access through Zoom access by computer and smart phone using the following link:

<https://us02web.zoom.us/j/83655585407?pwd=eWlmdXAaWlAySk8zRGxKS1VHZUtPd09>

Meeting ID: 836 5558 5407

Passcode: 585427

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: December 7, 2021

Items of Discussion/Consideration:

1. Zoning Ordinance Overhaul Project/Mathew Cooke
 - a. Review of Articles 1-6 of ZOO.

Reports:

| | |
|----------------------|----------------------------------|
| Zoning Administrator | Steve Patmore |
| Planner: | Mathew Cooke, Networks Northwest |
| Township Board: | Tom Nixon |
| Chair Comments: | Dennis Rathnaw |

Commissioners' Comments

Public Comment

Next Meeting Agenda February 1, 2022

Adjournment (8:00 PM unless extended by a motion.)

Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppln.asp>

This meeting is a session of the Suttons Bay Township Planning Commission held in public for the purpose of conducting the Commission's business and is not to be considered a public community meeting. There is time set aside for public comment during the meeting as noted on the Agenda, and the Planning Commission welcomes the public's input at that time.

**DRAFT MINUTES
SUTTONS BAY TOWNSHIP PLANNING COMMISSION**

MINUTES OF DECEMBER 7, 2021

CALL TO ORDER

Dennis Rathnaw, Chair, called the Suttons Bay Township Planning Commission to order on Tuesday, December 7, 2021, at 6:02 p.m. at the Suttons Bay Fire Department, 201 N. St. Marys Street, Suttons Bay Township, Michigan. The meeting was held in person with zoom attendees.

ROLL CALL - Quorum Present

Present: Dennis Rathnaw, Don Gregory, Rhoda Johnson, Tom Nixon, Andy Brandt- at the Fire Department; Dee McClure, at home in Suttons Bay, Susan Odom, Lake City, South Carolina.

Absent: Amy Coleman, Doug Periard

Staff Present: Steve Patmore, Matt Cooke

Approval of the Agenda

Rhoda Johnson/moved, Susan Odom/supported, to approve the Agenda as presented, passed.

Public Comment

Sharon Livingston - asked if setbacks could be increased between residential and commercial. She stated there is big need to clean up Peck Rd. corridor.

Conflict of Interest - None

Approval of the Minutes - November 2, 2021

Andy Brandt/moved, Don Gregory/supported, to approve the November 2, 2021 Minutes as presented, passed.

Items for Discussion

1. Zoning Ordinance Overhaul Project - Mathew Cooke

Mathew Cooke submitted 198 pages, first draft of the Zoning Ordinance Overhaul Project. A copy will be e-mailed to the Planning Commissioners.

For next month the Planning Commission will review the document with edits and

comments. The document goes to legal review after all the corrections are made, and then to a public hearing. A timeline will be submitted to the Planning Commission before the January 2022 meeting.

Consensus of the Planning Commission to review the first 65 pages and send comments to Matthew Cooke by e-mail for the January 2022 Meeting.

2. Approve 2022 Meeting Dates by Resolution

Tom Nixon/moved, Dennis Rathnaw/supported, to adopt by Resolution the 2022 Planning Commission Meeting Dates as presented. Roll call vote: Yes: Dennis Rathnaw, Susan Odom, Dee McClure, Rhoda Johnson, Andy Brandt, Tom Nixon. No: None Passed.

Other

Dennis Rathnaw recommends for future discussion - solar energy and clustered housing on marginal pieces of farmland.

Reports

Zoning Administrator - Report submitted. Patmore answered questions from the Planning Commission on ongoing issues.

Planner - None.

Township Board - Township is purchasing computer terminal so public can view tax records. Reviewing sealed bids policy. Purchased ice rink boards and authorized purchase of snowblower for the ice rink.

Chair – Stated he asked Rich Bahle if the township would continue zoom meetings after December 31, 2021.

Commissioner Comments - None.

Public Comment. None

Next Meeting Agenda - January 4, 2022

Adjournment - The meeting was adjourned at 6:55 pm

Minutes by Marge Johnson, Recording Secretary
Amy Coleman, Planning Commission Secretary

January 4, 2022

To: Suttons Bay Township Planning Commission
 Fr: Mathew Cooke, Community Planner
 Re: Zoning Ordinance Overhaul Approval Timeline

Below is a drafted timeline for the review and approval of the Suttons Bay Township Zoning Ordinance.

| | |
|------------------------------|--|
| January 2022 | <ul style="list-style-type: none"> Review of Articles 1-6 |
| February 2022 | <ul style="list-style-type: none"> Review of Articles 7-14 Legal Review of necessary language |
| March 2022 | <ul style="list-style-type: none"> Review of Articles 15-26 Legal Review of necessary language |
| April 2022 | <ul style="list-style-type: none"> Review of Draft Zoning Ordinance Legal Review of necessary language |
| May 2022 | <ul style="list-style-type: none"> Review of Draft Zoning Ordinance Legal Review of necessary language |
| June 2022 | <ul style="list-style-type: none"> Planning Commission Public Hearing (15-day notice) |
| July 2022 (No PC Meeting) | <ul style="list-style-type: none"> County Review |
| August 2022 | <ul style="list-style-type: none"> Review of County Review Planning Commission Resolution for Board of Trustees approval |
| September 2022 | <ul style="list-style-type: none"> Board of Trustees Approval (optional Public Hearing) Notice of Adoption (within 15 days of approval) New Zoning Ordinance takes effect 7 days after the Notice of Adoption |

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

December 2021 (to-date)

For January 2022 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

LAND USE PERMITS ISSUED

| DATE | TOTAL | NEW HOMES | ADDITIONS | ACCESSORY STRUCTURES | OTHER |
|---------------------|-------|--------------|-----------|-------------------------|-------|
| Dec. 2021 (to date) | 3 | 1 | 1 | 1 | 0 |
| Year To Date | 47 | 18 | 11 | 16 | 2 |
| Year to date 2020 | 37 | 10 | 6 | 20 | 1 |
| Year to date 2019 | 37 | 17 | 10 | 10 | 0 |
| Year to date 2018 | 42 | 21 | 7 | 13 | 1 |
| Year to date 2017 | 38 | 16 | 5 | 14 | 3 |
| Year to date 2016 | 39 | 9 | 12 | 14 | 4 |
| Year to date 2015 | 30 | 11 | 7 | 11 | 1 |
| Year to date 2014 | 20 | 5 | 5 | 10 | 0 |

1528 S. Montmorency - New Single-Family Dwelling
10550 E. Chimoski View – Accessory Building
11170 S. Shore Dr. – deck addition
Revisions to existing Land Use Permits

Land Divisions:

- Several questions about splitting of land – preliminary reviews.

Zoning Board of Appeals:

- Application pending for Appeal of Site Plan Review
- Application for Variance – Stony Point Rd.

Short Term Rentals:

- 34 Short-Term Rental Permits issued for 2021 (28 Renewal Permits– 6 New Permits).
- So far 21 Renewal Permits issued for 2022.
- Questions on short-term rentals

Other:

- Inquiries about guest houses.
- Inquiries about seasonal housing.
- General questions on properties and real estate sales.